



FIRST TIME ADULT TOURIST PASSPORT

(AGE 16 AND OLDER)

CHECK LIST Note: all Original documents must be submitted with the passport application. Documents must have raised seal or original signature from the state register clerk or deputy of court from the state. Extracts, Abstracts, JAG or Notary seals are not accepted.

- 1) **BIRTH CERTIFICATE OR NATURALIZATION CERTIFICATE (NO COPIES)**
- 2) **FEMALES ONLY:** Marriage certificate; divorce decree if there is a name change.
- 1) **PHOTOS:** 2 (2X2inch), Identical & taken within 6 months. Pictures can be taken at the following: Haineberg food court & Clay, building 1023N food court (5 euro) Photo Lab on Clay DSN 337-5605 or 0611-705-5605 BLDG 1032 (Appointments only)
- 2) **\$135.00** Money order or cashier check made out to **Dept of State** Note: No other forms of payment will be accepted.
- 3) **Each applicant must apply in person**
- 4) **WEBSITE:** <http://travel.state.gov/> -> Passports->Forms: **DS-11** create/submit;
NOTE: *go through all steps as if you are paying in order to print the last two pages.*

(NO HAND WRITTEN APPLICATIONS ARE ACCEPTED)

MAILING ADDRESS

USAG WIESBADEN

UNIT 29623 BOX 0052

APO AE 09005-9623

Next question asked is this a permanent address, answer **"NO"** and then you can enter your CMR mailing address.

HOURS OF OPERATION

- 1) **Monday; Wed; Thursday; Friday 09:00 -12:00 & 13:00-1600**
- 2) **Tuesday CLOSED**
- 3) **CLOSED ALL FEDERAL HOLIDAYS**

FOR QUESTIONS PLEASE CALL

A) DSN 337-7470 ; Civilian 0611-705-7470 /5308